



# Organization Quarterly Report

**System Manual for Organizations**

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## Logging into the Quarterly Report Web system

The Quarterly Report Web based system will go live January 4, 2011. The system can be used to file reports for the 1st Quarter of 2012 and thereafter.

- Launch the Internet
- Click in the address bar and type the following address:

<http://www.mgc.dps.mo.gov/BingoOrganizationWeb/LoginPage.aspx>

The Bingo Organization web was designed for only one person to be working in the system at any given time. We have tested the system with more than one individual working within the system and problems resulted, despite the individuals working in different areas of the system.

More than one individual working in the system creates problems such as system crashes, caching which displays old data, calculation errors and/or erroneous records to display to the screen. MGC Information Technology will only support one individual per license be working in the system at the same time to ensure the system functions properly.

The following screen will appear:



### Missouri Gaming Commission

Charitable Games Division  
PO Box 1847  
3417 Knipp Drive  
Jefferson City, MO 65102  
Phone: (573) 526-5370  
Toll Free in Missouri: (866) 801-8643  
Fax: (573) 526-5374

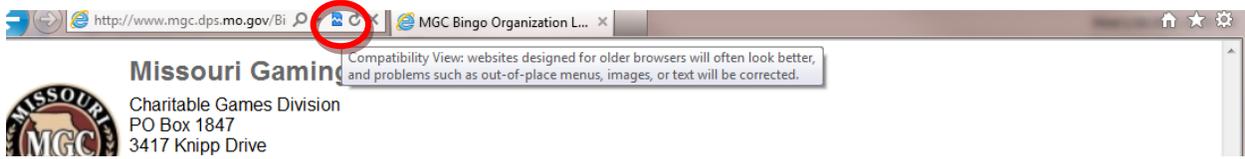
**Bingo Organization Occasion Reports**

License Number

Password

- Click in the License Number field and type the numeric digits of the Organizations' license number
- Click in the password field and type in your password
- Click the "**Login**" button to display the "Home" screen

# Problems with Internet Explorer 9

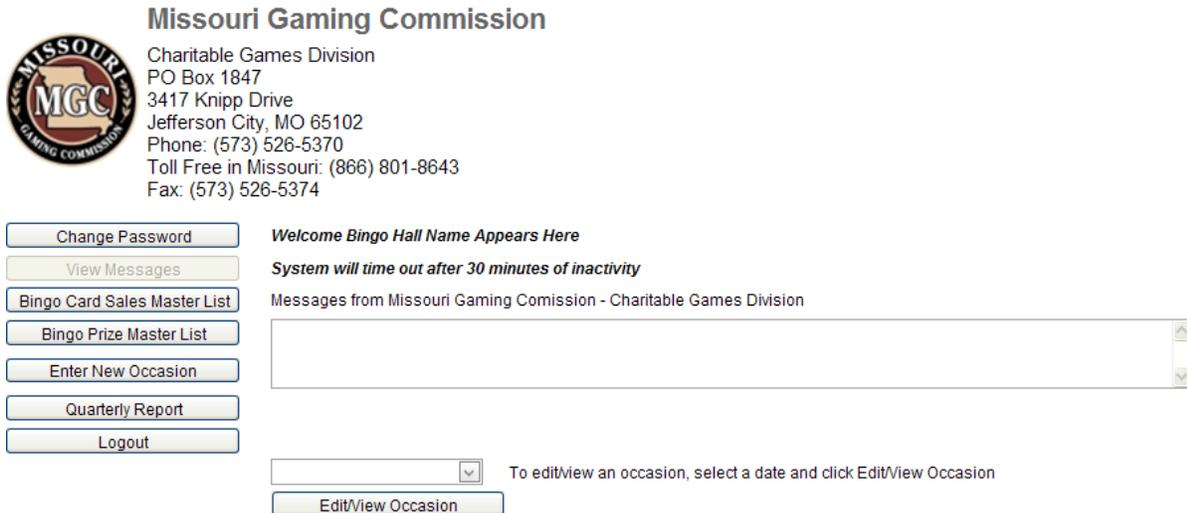


If you are running **Internet Explorer 9** - it is recommended you click the “Compatibility View” button (circled above) for this site to work correctly.

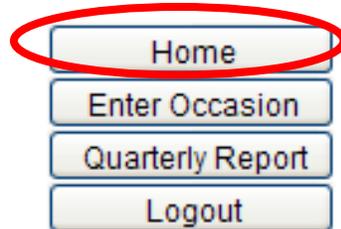
REF: <http://windows.microsoft.com/en-US/internet-explorer/products/ie-9/features/compatibility-view>

## Home Screen:

Upon logging into the system, the Home screen displays as follows:



- Use the "**Home**" button vs. the browser back button to navigate from page to page in the system



## **What is the password?**

\*\* Passwords will be mailed in December 2011 prior to the launch of the new system to all Licensed Organizations.

Passwords are provided to Licensees at time of licensing. Please contact the Bingo Division toll-free at 1-866-801-8643 to request the password be reset.

## **Changing the password?**

- Once logged in, click the "Change Password" button



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Fax: (573) 526-5374

**Change Password**

Welcome Org Name Appearing Here (Training)

Bingo Card Sales Master List

System will time out after 30 minutes of inactivity

Bingo Prize Master List

Messages from Missouri Gaming Commission - Charitable Games Division

Email Contact List

Enter New Occasion

Quarterly Report

Logout

To edit/view an occasion, select a date and click Edit/View Occasion

**Edit/View Occasion**

## Logging Off

- Click the "Logout" button to log off the system or the close (Red "X") button of the browser window

## Storing/Updating Email Addresses for Electronic Notification

If you choose to store one or more email addresses, upon MGC approving or rejecting the Quarterly report, persons listed in the email address list of the system will receive notification.

- Click on the button "**Email Contact List**" from the Home screen

The screenshot shows a vertical stack of buttons: Change Password, Bingo Card Sales Master List, Bingo Prize Master List, Email Contact List, Enter New Occasion, Quarterly Report, and Logout. Below this is the 'Email Contact List' page, which has a sidebar with buttons for Home, Enter Occasion, Quarterly Report, and Logout. The main content area has a header 'EmailAddress' and a table with one row containing a blue link labeled 'New' and the text 'No data to display'. The 'New' link is circled in red.

- Click the "**New**" link
- Enter in the email address, click "**Update**"; Repeat if you wish to store multiple addresses

### Email Contact List

The screenshot shows the 'Email Contact List' form with a table containing one row. The 'EmailAddress' column contains the text 'my.emailaddress.com'. The 'Update' button is circled in red.

Example of the Email Notification upon Approval or Rejection:

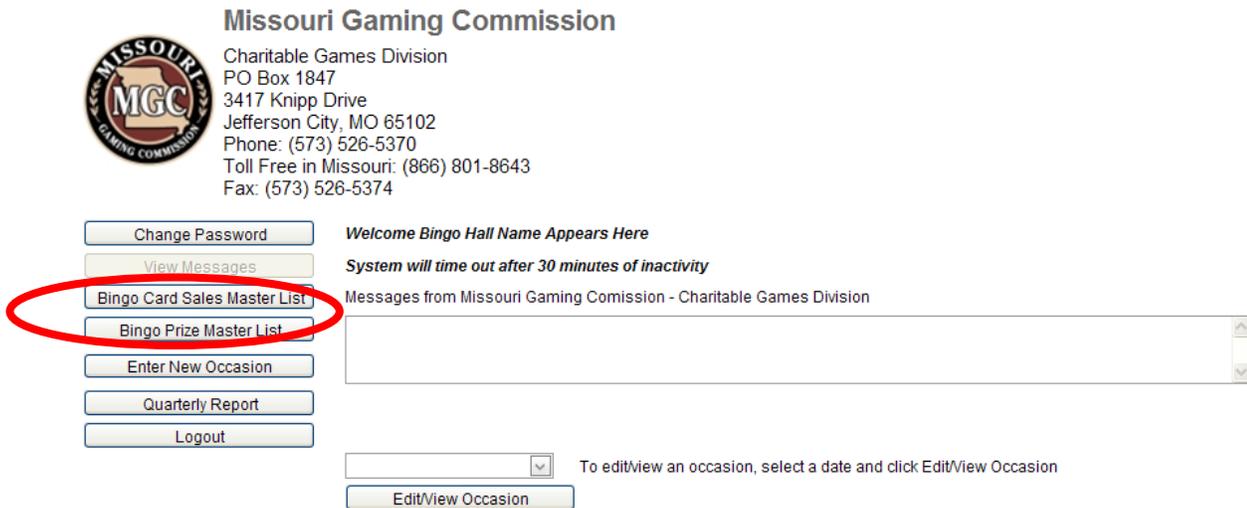
The screenshot shows an email notification with the following details: To: Tina Barlow, Cc: (empty), Subject: Quarterly Report Status Update. The body of the email reads: 'The Missouri Gaming Commission has reviewed your recently submitted Quarterly Report and updated the status. Please login to the website: <http://www.mgc.dps.mo.gov/bingoorganizationweb/loginpage.aspx> to review the status of your report.'

NOTE: Use the delete link if you wish to remove a stored email address

# Creating/Storing List(s) of Bingo Card Sales

If Bingo Card sales are recurring from event to event, one or more lists of Bingo Cards Sales can be stored in the system and automatically populated at the time of entering an Occasion. This is an optional feature.

- Click the button "Bingo Card Sales Master List"

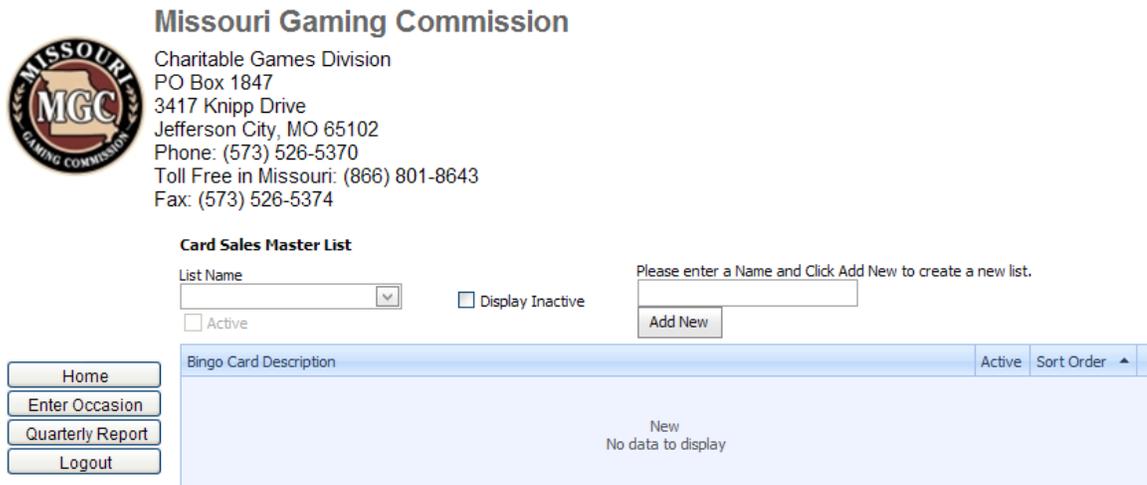


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Fax: (573) 526-5374

Change Password    Welcome Bingo Hall Name Appears Here  
View Messages    System will time out after 30 minutes of inactivity  
**Bingo Card Sales Master List**    Messages from Missouri Gaming Commission - Charitable Games Division  
Bingo Prize Master List  
Enter New Occasion  
Quarterly Report  
Logout

To edit/view an occasion, select a date and click Edit/View Occasion  
Edit/View Occasion

A screen similar to the following will appear:



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Fax: (573) 526-5374

**Card Sales Master List**

List Name   Display Inactive    Please enter a Name and Click Add New to create a new list.  
 Active    Add New

Home  
Enter Occasion  
Quarterly Report  
Logout

Bingo Card Description	Active	Sort Order
New No data to display		

**Card Sales Master List**

List Name   Display Inactive  Active  Please enter a Name and Click Add New to create a new list.

Home  
Enter Occasion  
Quarterly Report  
Logout

Bingo Card Description	Active	Sort Order ▲
New No data to display		

- Click in the Name field and create/type a name for your list
- Click the Add New button - the item will be added to the drop down "List name"
- Click on the drop down arrow for List Name
- Click to select the name of your list

**Card Sales Master List**

List Name   Display Inactive  Active  Please enter a Name and Click Add New to create a new list.

Home  
Enter Occasion  
Quarterly Report  
Logout

Bingo Card Description	Active	Sort Order ▲
New No data to display		

- Click the "New" button appearing in the middle of the blue box to begin adding Descriptions of the Card Sales

**Card Sales Master List**

List Name: my master list  Display Inactive  Please enter a Name and Click Add New to create a new list.

Active

Bingo Card Description	Price Per Card	Multi	Multi Price Per Card	Active	Sort Order	
	\$0.00	<input type="checkbox"/>		<input checked="" type="checkbox"/>	1	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

Home  
Enter Occasion  
Quarterly Report  
Logout

- Click in the Bingo Card Description field, type the first description and price per card
  - If a multi pack - 3 for 5 - click the Multi button and type the Multi Price Per Card
- Click the "Update" button to save your first description
- Click the "New" button to continue add another card description, click "Update" to save

**Card Sales Master List**

List Name: my master list  Display Inactive  Please enter a Name and Click Add New to create a new list.

Active

Bingo Card Description	Price Per Card	Multi	Multi Price Per Card	Active	Sort Order	
Single	\$1.00	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="button" value="Edit New"/>

### ***To enter a 2nd and Subsequent Bingo Card List***

- See "Creating/Storing List(s) of Bingo Card Sales" of this manual

### **Changing a Description of a Bingo Card in the Master List**

- Click the "Bingo Cards Sales Master List button from the Home screen
- Select the List from the List Name drop down
- Click the "Edit" link
- Type in a new Description
- Click the "Update" link

## Changing the Order of the Card Descriptions

When automatically populating an occasion, you may want the list to appear in a different order. The list will automatically populate starting at 1 through the last numeric value assigned.

The numeric value in the "Sort Order" column of the Master List can be changed by assigning a different numeric value.

- Click the "Bingo Cards Sales Master" List button from the Home screen
- Select the List from the List Name drop down

### Card Sales Master List

List Name:   Display Inactive

Active

Please enter a Name and Click Add New to create a new list.

Bingo Card Description	Price Per Card	Multi	Multi Price Per Card	Active	Sort Order	
Single	\$1.00	<input type="checkbox"/>		<input checked="" type="checkbox"/>	1	<a href="#">Edit</a> <a href="#">New</a>
Early Bird	\$5.00	<input type="checkbox"/>		<input checked="" type="checkbox"/>	2	<a href="#">Edit</a> <a href="#">New</a>

- Click the "**Edit**" link
- Type in a different numeral in the sort order column
- Click the "**Update**" link
- Repeat as necessary

# Preventing a description from appearing in the list upon entering an Occasion

- Click the "Bingo Cards Sales Master List button from the Home screen
- Select the List form the List Name drop down
- Click the "Edit" link
- Click to remove the check appearing in "Active" column of the Card you no longer wish to display when auto populating an event
- Click the "Update" link

### Card Sales Master List

List Name:   Display Inactive

Active

Please enter a Name and Click Add New to create a new list.

Bingo Card Description	Price Per Card	Multi	Multi Price Per Card	Active	Sort Order
Single	\$1.00	<input type="checkbox"/>		<input checked="" type="checkbox"/>	1 <a href="#">Edit</a> <a href="#">New</a>
Early Bird	\$5.00	<input type="checkbox"/>		<input checked="" type="checkbox"/>	2 <a href="#">Edit</a> <a href="#">New</a>

## Preventing a list from displaying when auto populating

- Click the "Bingo Cards Sales Master List" button from the Home screen
- Select the List from the List Name drop down
- Click the "**Active**" check box appearing below the list

### Card Sales Master List

List Name

my master list

Display Inactive

Please enter a Name and Click Add New to create a new list.

Add New

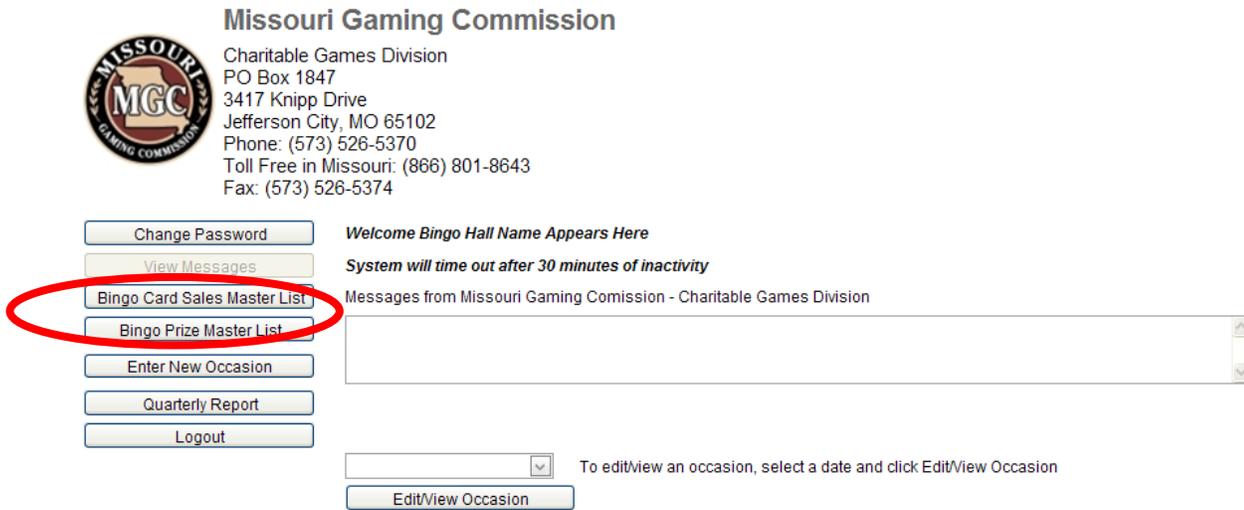
Active

Bingo Card Description	Price Per Card	Multi	Multi Price Per Card	Active	Sort Order ▲	
Single	\$1.00	<input type="checkbox"/>		<input checked="" type="checkbox"/>	1	<a href="#">Edit</a> <a href="#">New</a>
Early Bird	\$5.00	<input type="checkbox"/>		<input checked="" type="checkbox"/>	2	<a href="#">Edit</a> <a href="#">New</a>

# Creating/Storing List(s) of Bingo Prizes

If Bingo Prizes are recurring from event to event, one or more lists of Bingo Prizes can be stored in the system and automatically populated at the time of entering an Occasion. This is an optional feature.

- Click the button "Bingo Card Sales Master List"



**Missouri Gaming Commission**  
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Jefferson City, MO 65102  
Phone: (573) 526-5370  
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Fax: (573) 526-5374

Change Password    Welcome Bingo Hall Name Appears Here  
View Messages    System will time out after 30 minutes of inactivity  
**Bingo Card Sales Master List**    Messages from Missouri Gaming Commission - Charitable Games Division  
Bingo Prize Master List  
Enter New Occasion  
Quarterly Report  
Logout

To edit/View an occasion, select a date and click Edit/View Occasion  
Edit/View Occasion

A screen similar to the following will appear:



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**Prize Master List**

List Name   Display Inactive  Active  Add New

Please enter a Name and Click Add New to create a new list.

Bingo Prize Description	Active	Sort Order
New No data to display		
Active=0		

Home  
Enter Occasion  
Quarterly Report  
Logout

**Prize Master List**

List Name   Display Inactive  Active  Please enter a Name and Click Add New to create a new list.

Bingo Prize Description	Active	Sort Order ▲
New No data to display		
Active=0		

- Click in the Name field and create/type a name for your list
- Click the **Add New** button - the item will be added to the drop down "List name"
- Click on the **drop down** arrow for **List Name**
- Click to select the name of your list

**Prize Master List**

List Name   Display Inactive  Active  Please enter a Name and Click Add New to create a new list.

My 1st Prize List

Bingo Prize Description	Active	Sort Order ▲
New No data to display		
Active=0		

Home  
Enter Occasion  
Quarterly Report  
Logout

- Click the **"New"** button appearing in the middle of the blue box

•

**Prize Master List**

List Name: my prize master list  Display Inactive

Please enter a Name and Click Add New to create a new list.

Active

Bingo Prize Description	Amount Paid Out	Active	Sort Order	
Prize 1		<input checked="" type="checkbox"/>	1	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

Active=0

- Click in the Bingo Card Description field, type the first description and amount paid out
- Click the "Update" button to save your first description
- Click the "New" button to continue add another card description, click "Update" to save

**Prize Master List**

List Name: my prize master list  Display Inactive

Please enter a Name and Click Add New to create a new list.

Active

Bingo Prize Description	Amount Paid Out	Active	Sort Order	
Prize 1		<input checked="" type="checkbox"/>	1	<input type="button" value="Edit"/> <input type="button" value="New"/>

Active=1

***To enter a 2nd and Subsequent Prize List***

- See " Creating/Storing List(s) of Bingo Prizes " of this manual

**Changing a Description of a Prize in the Master List**

- Click the "Bingo Cards Prize Master List" button from the Home screen
- Select the List from the List Name drop down
- Click the "Edit" link
- Type in a new Description
- Click the "Update" link

## Changing the Order of the Prize Descriptions

When automatically populating an occasion, you may want the list to appear in a different order. The list will automatically populate starting at 1 through the last numeric value assigned.

The numeric value in the "Sort Order" column of the Master List can be changed by assigning a different numeric value.

- Click the "**Bingo Cards Prize Master List button**" from the Home screen
- Select the List from the List Name drop down

### Prize Master List

List Name:   Display Inactive  Please enter a Name and Click Add New to create a new list.

Bingo Prize Description	Amount Paid Out	Active	Sort Order	
Prize 1		<input checked="" type="checkbox"/>	1	<a href="#">Edit</a> <a href="#">New</a>
Prize 2		<input checked="" type="checkbox"/>	2	<a href="#">Edit</a> <a href="#">New</a>

Active=2

- Click the "**Edit**" link
- Type in a different numeral in the sort order column
- Click the "**Update**" link
- Repeat as necessary

## Preventing a description from appearing in the list upon entering an Occasion

- Click the "Bingo Cards Sales Master List" button from the Home screen
- Select the List from the List Name drop down
- Click the "Edit" link
- Click to remove the check appearing in "Active" column of the Card you no longer wish to display when auto populating an event
- Click the "Update" link

### Prize Master List

List Name:   Display Inactive  Please enter a Name and Click Add New to create a new list.

Active

Bingo Prize Description	Amount Paid Out	Active	Sort Order	
Prize 1		<input checked="" type="checkbox"/>	1	<a href="#">Edit</a> <a href="#">New</a>
Prize 2		<input checked="" type="checkbox"/>	2	<a href="#">Edit</a> <a href="#">New</a>

Active=2

## Preventing a list from displaying when auto populating

- Click the "Bingo Cards Sales Master List button from the Home screen
- Select the List form the List Name drop down
- Click the "**Active**" check box appearing below the list

**Prize Master List**

List Name  
my prize master list

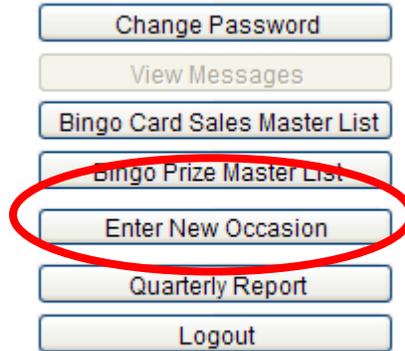
Active  Display Inactive

Please enter a Name and Click Add New to create a new list.

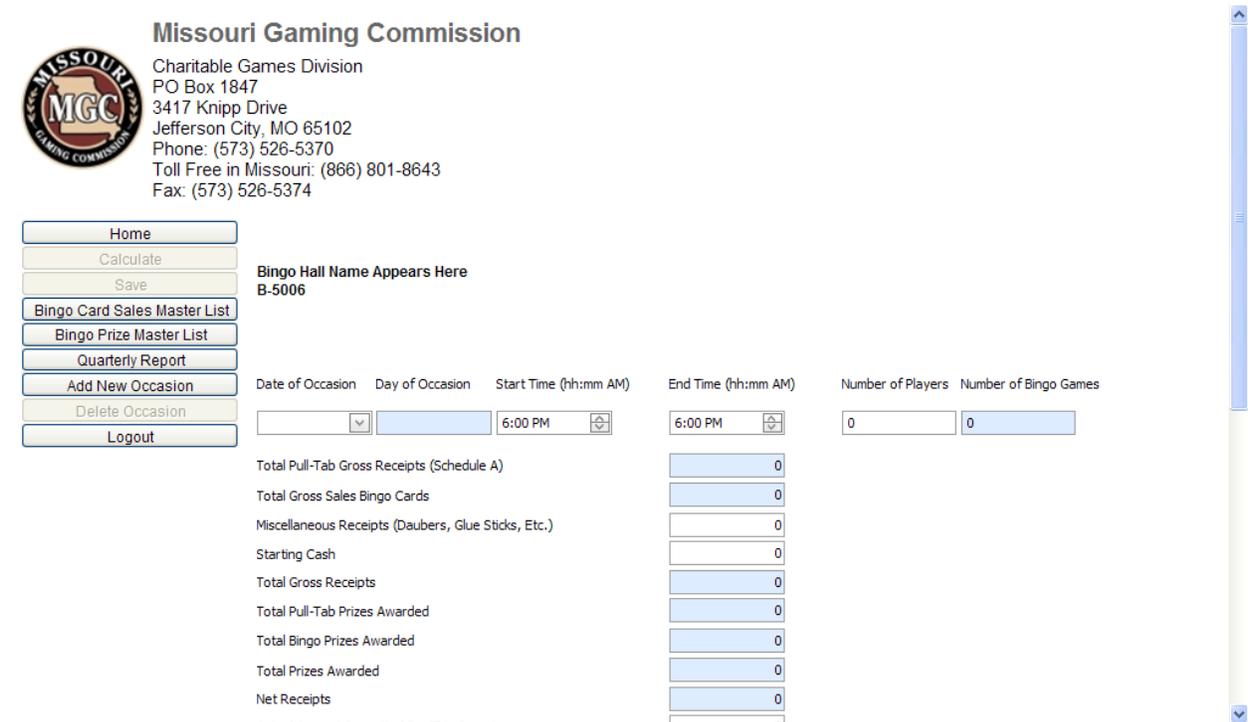
Bingo Prize Description	Amount Paid Out	Active	Sort Order	
Prize 1		<input checked="" type="checkbox"/>	1	<a href="#">Edit</a> <a href="#">New</a>
Prize 2		<input checked="" type="checkbox"/>	2	<a href="#">Edit</a> <a href="#">New</a>
Active=2				

# Entering a New Occasion

- Click the "Enter Occasion" From the "Home" screen



A screen similar to the following will display:



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Fax: (573) 526-5374

**Bingo Hall Name Appears Here**  
B-5006

Date of Occasion	Day of Occasion	Start Time (hh:mm AM)	End Time (hh:mm AM)	Number of Players	Number of Bingo Games
<input type="text"/>	<input type="text"/>	6:00 PM	6:00 PM	0	0

Total Pull-Tab Gross Receipts (Schedule A)	0
Total Gross Sales Bingo Cards	0
Miscellaneous Receipts (Daubers, Glue Sticks, Etc.)	0
Starting Cash	0
Total Gross Receipts	0
Total Pull-Tab Prizes Awarded	0
Total Bingo Prizes Awarded	0
Total Prizes Awarded	0
Net Receipts	0

NOTE: Fields appearing in a shaded blue can't be modified as they are calculated fields

Click on the **Date of Occasion** drop down

Date of Occasion Day of Occasion Start Time (hh:mm AM) End Time (hh:mm AM) Number of Players Number of Bingo Games

6:00 PM 6:00 PM 0 0

- Click on the Date of the Occasion drop down and click to select the date

Date of Occasion Day of Occasion Start Time (hh:mm AM) End Time (hh:mm AM) Number of Players Number of Bingo Games

6:00 PM 6:00 PM 0 0

<< < January 2012 > >>

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	1	2	3	4	5	6	7
02	8	9	10	11	12	13	14
03	15	16	17	18	19	20	21
04	22	23	24	25	26	27	28
05	29	30	31	1	2	3	4
06	5	6	7	8	9	10	11

Today Clear

Actual Amount Deposited For This Occasion

0 0 0 0 0 0 0 0 0 0 0

- 
- Click the single arrow to move from month to month

6:00 P

<< < January 2012 > >>

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	1	2	3	4	5	6	7

\*\*Double arrows move from year to year

- Click in the **Start Time**, type the start time - the hour and minutes work separately

\*\*Be sure the **AM/PM** is adjusted accordingly

Start Time (hh:mm AM)

- Change the "**End Time**"

End Time (hh:mm AM)

- Enter in the **Number of Players**

Number of Players

- Click in the **Miscellaneous Receipts** field and type in the Dates Sum of Receipts

B-1002

Date of Occasion	Day of Occasion	Start Time (hh:mm AM)	End Time (hh:mm AM)	Number of Players	Number of Bingo Games
<input type="text"/>	<input type="text"/>	6:00 PM	6:00 PM	0	0
Total Pull-Tab Gross Receipts (Schedule A)			<input type="text" value="0"/>		
Total Gross Sales Bingo Cards			<input type="text" value="0"/>		
Miscellaneous Receipts (Daubers, Glue Sticks, Etc.)			<input type="text" value="0"/>		
Starting Cash			<input type="text" value="0"/>		
Total Gross Receipts			<input type="text" value="0"/>		
Total Pull-Tab Prizes Awarded			<input type="text" value="0"/>		
Total Bingo Prizes Awarded			<input type="text" value="0"/>		
Total Prizes Awarded			<input type="text" value="0"/>		
Net Receipts			<input type="text" value="0"/>		
Actual Amount Deposited For This Occasion			<input type="text" value="0"/>		

- Click in the **Starting Cash** field and type in the Starting Cash for the Date
- Click in the **Actual Amount Deposited for Occasion** field and type in the Amount Deposited for the Date

## Saving the Occasion before Entering Sales, Pull Tab & Prize Detail

- It may be necessary to SCROLL up the page to locate the "Save" button
- The **Save** button must be clicked before detail can be entered

Jefferson City, MO 65102  
Phone: (573) 526-5370  
Toll Free in Missouri: (866) 801-8643  
Fax: (573) 526-5374

ZACK-DAVIS-WHEAT POST 624 AMERICAN LEGION  
B-1002

Date of Occasion	Day of Occasion	Start Time (hh:mm AM)	End Time (hh:mm AM)	Number of Players	Number of Bingo Games
1/2/2012	Monday	6:00 PM	10:00 PM	200	0

Total Pull-Tab Gross Receipts (Schedule A) 0  
Total Gross Sales Bingo Cards 0  
Miscellaneous Receipts (Daubers, Glue Sticks, Etc.) 500  
Starting Cash 500  
Total Gross Receipts 0  
Total Pull-Tab Prizes Awarded 0  
Total Bingo Prizes Awarded 0  
Total Prizes Awarded 0  
Net Receipts 0  
Actual Amount Deposited For This Occasion 0

*Please click the Save button before continuing*

The system will prompt the user if the occasion has already be entered and saved in the system.

## Entering Bingo Card Sales for an Occasion

- After saving the Occasion, Click the Bingo Card Sales tab (it may be necessary to scroll down) to view the tab

Bingo Card Description	Beginning Count	Ending Count	Cards Sold	Price per Card	Card Sales	Multi	Cards Sold	Price Per Card	Cards Sales
<a href="#">New</a> No data to display									
Grand Total: \$0.00					\$0.00				\$0.00

- Click the "**New**" button to add a blank row and begin typing in the Description, Beginning Count, Ending Count, Price Per Card or click to check the Multi Box and enter in the Cards Sold(e.g., 3/5), Price Per Card and Card Sales
- Click the "**Update**" button to save the data in the row
- Click the "**Delete**" button if you need to delete an entry
- Click the "**Edit**" button to change the row

# OR

- If a Master list was created click the drop down to select the list name and click the "Populate with Bingo Cards" button
- Click the "**Edit**" button for each row to enter in the Description, Beginning Count, Ending Count, Price Per Card or click to check the Multi Box and enter in the Cards Sold(e.g., 3/5), Price Per Card and Card Sales
- Click the "**Update**" button to save the row data

Bingo Card Sales
Pull Tab Gross Receipts and Prizes Awarded
Schedule B - Bingo Prizes Awarded

List Name  Populate with Bingo Cards

Bingo Card Description	Beginning Count	Ending Count	Cards Sold	Price per Card	Card Sales	Multi	Cards Sold	Price Per Card	Cards Sales	
My Card Description 3			0		0.0000	<input type="checkbox"/>	0		\$0.00	<a href="#">Update</a> <a href="#">Cancel</a>
My Card Description 2			0		\$0.00	<input type="checkbox"/>				<a href="#">Edit</a> <a href="#">New</a> <a href="#">Delete</a>
My Card Description 1			0		\$0.00	<input type="checkbox"/>				<a href="#">Edit</a> <a href="#">New</a> <a href="#">Delete</a>
Grand Total: \$0.00					\$0.00				\$0.00	

# Entering in Pull Tab Gross Receipts and Prizes Awarded for the Occasion

- After saving the Occasion, Click the Pull Tab Gross Receipts and Prizes Awarded tab (it may be necessary to scroll down) to view the tab

Bingo Card Sales		Pull Tab Gross Receipts and Prizes Awarded				Schedule B - Bingo Prizes Awarded		
Name of Deal	Serial Number	Sales Price	Beginning Count	Ending Count	Pull Tabs Sold	Gross Sales	Amount Paid Out	
<a href="#">New</a> No data to display								
						\$0.00	\$0.00	

- Click the "New" link

Bingo Card Sales		Pull Tab Gross Receipts and Prizes Awarded				Schedule B - Bingo Prizes Awarded		
Name of Deal	Serial Number	Sales Price	Beginning Count	Ending Count	Pull Tabs Sold	Gross Sales	Amount Paid Out	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Update</a> <a href="#">Cancel</a>
						\$0.00	\$0.00	

- Click in the row and begin entering in the requested data
- Click the "Update" button to save the row

## **Pull Tab Sales Carry Over**

Upon entering in future occasions, any pull tab gross receipts that did not reach an ending count of zero; will automatically carry over until the ending count reaches zero

## Entering in Bingo Prizes Awarded (Schedule B)

- After saving the Occasion, Click the Bingo Card Sales tab (it may be necessary to scroll down) to view the tab

The screenshot shows a web interface for managing bingo prizes. At the top, there are three tabs: 'Bingo Card Sales', 'Pull Tab Gross Receipts and Prizes Awarded', and 'Schedule B - Bingo Prizes Awarded'. Below the tabs is a 'List Name' dropdown menu and a 'Populate with Bingo Prizes' button. The main area is a table with the following columns: 'Prize Description', 'Amount Paid Out', 'Progressive Games', 'Progressive Jackpot Offered', 'Progressive Consolation Offered', and 'Progressive Balls Needed To Win'. The table is currently empty, displaying 'No data to display' with a 'New' link. At the bottom, a summary row shows 'Count=0' and '\$0.00'.

Prize Description	Amount Paid Out	Progressive Games	Progressive Jackpot Offered	Progressive Consolation Offered	Progressive Balls Needed To Win
<a href="#">New</a> No data to display					
Count=0		\$0.00			

- Click the "**New**" button to display a blank row and begin typing in the Description, Amount Paid Out, Designated Progressive Games, and Jackpot offered, Consolation and Balls needed to Win
- Click the "**Update**" button to save the row
- Click the "**Delete**" button if you need to delete the entry
- Click the "**Edit**" button to change the row

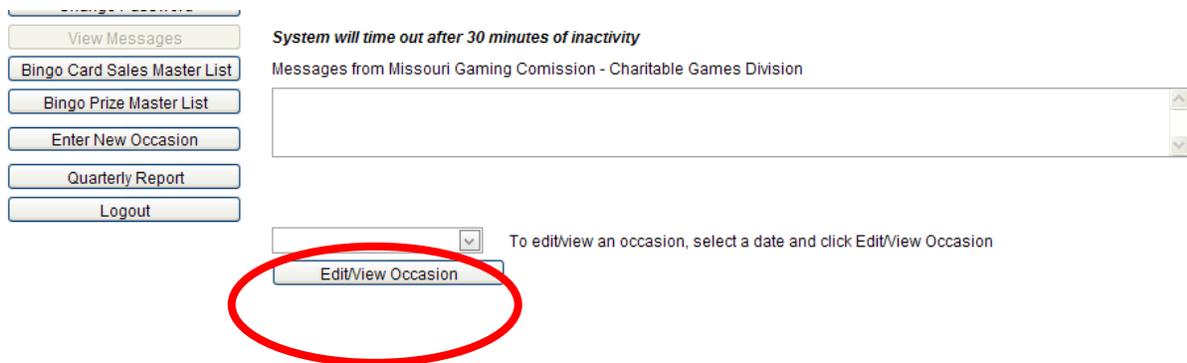
## OR

- If a Master list was created click the drop down to select the list name and click the "Populate with Bingo Prizes" button
- Click the "Edit" button for each row to enter in the data
- Click the "**Update**" button to save the row data

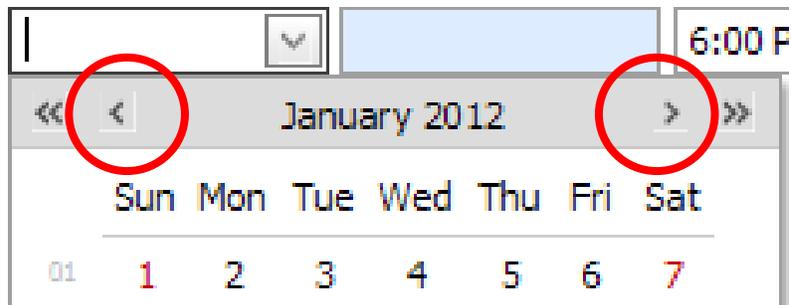
## Viewing/Editing Occasion Data

Occasion data entered electronically can be viewed at any time. Occasion data can be modified as long as the Quarterly report of which the occasion falls is **not** in a status of **submitted** or **approved**.

- From the "**Home Screen**"
- Click on the drop down to select the date of Occasion to view/edit



- Click the single arrow to move from month to month



\*\*Double arrows move from year to year

- Click the "Edit/View Occasion" button

## Occasion Already Exists

- The following message will appear if a date of occasion has already been entered:

Bingo Card Sales Master List	Date of Occasion	Day of Occasion	Start Time (hh:mm AM)	End Time (hh:mm AM)	Number
Bingo Prize Master List			6:00 PM	6:00 PM	0
Quarterly Report	<p><i>An occasion has already been entered for that date. Please choose another date.</i></p>				
Add New Occasion	Total Pull-Tab Gross Receipts (Schedule A)	0			
Delete Occasion	Total Gross Sales Bingo Cards	0			
Logout	Miscellaneous Receipts (Daubers, Glue Sticks, Etc.)	0			
	Starting Cash	0			
	Total Gross Receipts	0			
	Total Pull-Tab Prizes Awarded	0			
	Total Ringo Prizes Awarded	0			

## My Occasion is cancelled and Starting Cash needs to be reported

- Enter in Starting Cash, Amount Deposited and remaining zero's for the date of occasion that did not occur
- Be sure to enter in the Disbursement (Starting Cash)
- Be sure to make a note when submitting the Quarterly Report explaining the date

# Entering Disbursements/Viewing the Quarterly Report

- From the "Home Screen"
- Click on the button "Quarterly Reports"



The following screen will display:

Home

Enter Occasion

Ready to Submit

Logout

Choose Year-Quarter

**Quarterly Report**

MMYYYY	Number Of Games	Pull Tabs Gross Receipts	Bingo Cards Gross Receipts	Misc Gross Receipts	Starting Cash Gross Receipts	Pull Tabs Prizes Awarded	Bingo Cards Prizes Awarded	Net Receipts	Amount Deposited	If net receipts and amount deposited are different please explain
No data to display										
Sum =										

- Click to select the Year-Quarter, the Quarterly Report and Disbursements Grid will display

- [Home](#)
- [Enter Occasion](#)
- [Ready to Submit](#)
- [Logout](#)

Choose Year-Quarter  
2012-1

Pending  
Date Submitted:

Quarterly Report

MMYYYY	Number Of Games	Pull Tabs Gross Receipts	Bingo Cards Gross Receipts	Misc Gross Receipts	Starting Cash Gross Receipts	Pull Tabs Prizes Awarded	Bingo Cards Prizes Awarded	Net Receipts	Amount Deposited	If net receipts and amount deposited are different please explain	
1/2012	0	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00		Ed
Sum=0		\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00		

Bingo Disbursements

Date	Check Number	Payee Name	Prize by Check	Expenses	Purpose Description	Starting Cash	Organization Donations	Charity Expenditures	
<a href="#">New</a> No data to display									

## Entering in Bingo Disbursements

Date	Check Number	Payee Name	Prize by Check	Expenses	Purpose Description	Starting Cash	Organization Donations	Charity Expenditures	
<a href="#">New</a> No data to display									
				\$0.00			\$0.00	\$0.00	

- Click the **"New"** link to create a new row
- Enter in the row data
- Click the **"Update"** link to save the entered row
- Click **"Edit"** to modify an entered row

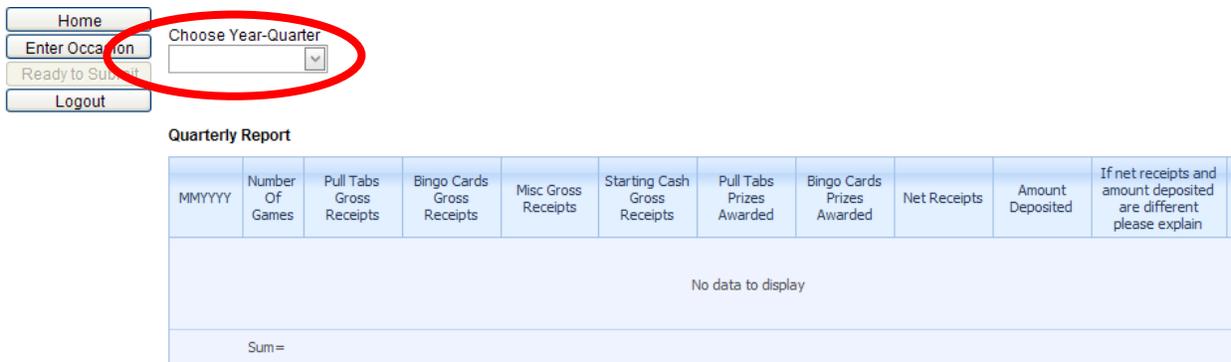
# Viewing/Entering Notes with the Quarterly Report

The Missouri Gaming Commission will notate all rejected records. Likewise, the organization can submit a note with the quarterly report.

- From the "Home Screen"
- Click on the button "Quarterly Reports"



The following screen will display:



- Click to select the Year-Quarter, the Quarterly Report and Disbursements Grid will display

- Click on the "Notes tab"

B-1002 ZACK-DAVIS-WHEA I POST 624 AMERICAN LEGION

Home  
 Enter Occasion  
 Ready to Submit  
 Logout

Choose Year-Quarter  
 2012-1

Pending  
 Date Submitted:

Quarterly Report

MMYYYY	Number Of Games	Pull Tabs Gross Receipts	Bingo Cards Gross Receipts	Misc. Gross Receipts	Starting Cash Gross Receipts	Pull Tabs Prizes Awarded	Bingo Cards Prizes Awarded	Net Receipts	Amount Deposited	If net receipts and amount deposited are different please explain	
1/2012	0	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00		<a href="#">Edit</a>
Sum=0		\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00		

Bingo Disbursements **Notes**

Note From Org	MGC Comments	Note Date
<a href="#">New</a> No data to display		

- Click the "New" link to enter in a note
- Click "Update" to save the note

## Finalizing the Quarterly Report for Submission

The Quarterly Report will have a status of "Pending" until the report has officially been submitted. Submitted reports can't be modified. Contact the Charitable Games Division if you need to correct a submitted report. The Charitable Games Division can reject a submitted report for correction.

- Display the Quarterly report

Home  
 Enter Occasion  
 Ready to Submit  
 Logout

Choose Year-Quarter  
 2012-1

Pending  
 Date Submitted:

Quarterly Report

MMYYYY	Number Of Games	Pull Tabs Gross Receipts	Bingo Cards Gross Receipts	Misc Gross Receipts	Starting Cash Gross Receipts	Pull Tabs Prizes Awarded	Bingo Cards Prizes Awarded	Net Receipts	Amount Deposited	If net receipts and amount deposited are different please explain	
1/2012	0	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00		<a href="#">Edit</a>
Sum=0		\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00		

Bingo Disbursements | Notes

- If necessary, click the "Edit" button to explain net receipts that differ from the amount deposited
- Click the button "**Ready to Submit**" - the system will perform a check and display warnings of corrections or prompt if the filing will be late - the report is not yet submitted at this step
- The page displayed may look similar to the following:



## Missouri Gaming Commission

Charitable Games Division  
PO Box 1847  
3417 Knipp Drive  
Jefferson City, MO 65102  
Phone: (573) 526-5370  
Toll Free in Missouri: (866) 801-8643  
Fax: (573) 526-5374

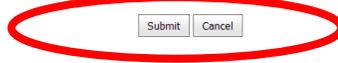
**This will submit your quarterly report and will not allow it to be edited, Do you want to continue?**

**Starting Cash disbursements do not equal the Starting Cash Gross Receipts reported for the month(s):**

**June**

**Click Cancel to make adjustments or Submit to continue.**

**You will be charged a \$5.00 per day penalty fee up to \$100 for late filing.**



- Review any warnings (displayed in red)
- Click the "Submit" button from the Quarterly Report Submission page to **submit your report**
- Upon clicking the "Submit" button from the report, the date of the submission will be captured; this date will be used to determine if the report was timely
- Click the "Cancel" button if you do not yet wish to submit and need to return to the previous page for corrections/edits

## Approved vs. Rejected Quarterly Reports

The Missouri Gaming Commission will review all reports for Approval or Rejection if Corrections need to be made. Organizations can view the status of the Quarterly Report by logging into the system and viewing the Quarterly Report.

- From the "**Home Screen**"
- Click on the button "**Quarterly Reports**"



# Uploading Images/Documentation (e.g., Receipts) with the Quarterly Report

- From the "Home Screen"
- Click on the button "Quarterly Reports"



- Click the "Upload Files button"





## Missouri Gaming Commission

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PO Box 1847  
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Jefferson City, MO 65102  
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Toll Free in Missouri: (866) 801-8643  
Fax: (573) 526-5374

- Home
- Enter New Occasion
- Quarterly Report
- Logout

Upload files for Year-Quarter: 2012-1

Allowed File Types: text, word, excel, pdf, jpeg, bitmap, tiff, and microsoft office document image

Maximum file size: 2Mb

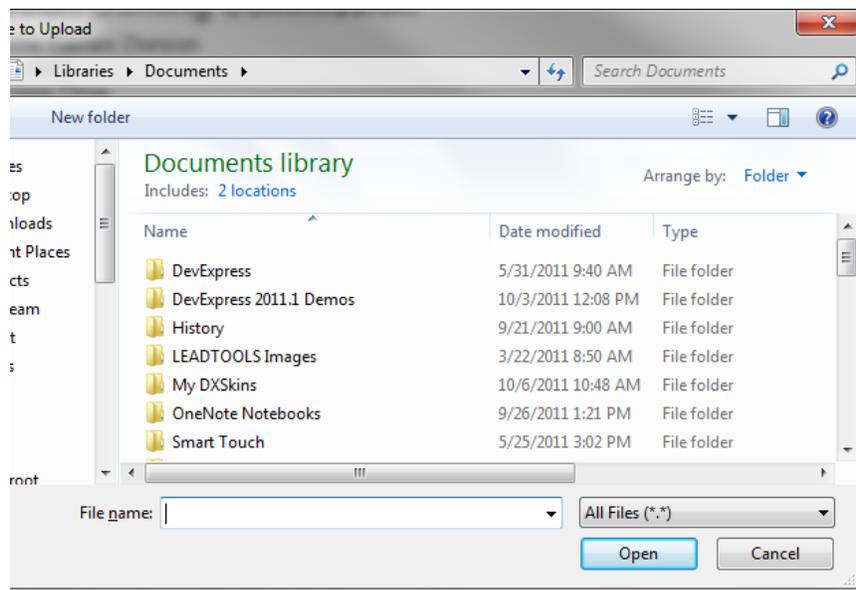
Select File:

Browse...

[Upload](#)

File Name	Date Uploaded
Charitable Games Training Schedule for the Quarter	10/17/2011

- Click the "**Browse**" button
- Locate the file and click Open



- Be sure to click the "Upload" button - the uploaded file will appear on the screen with the date of upload



**Missouri Gaming Commission**  
 Charitable Games Division  
 PO Box 1847  
 3417 Knipp Drive  
 Jefferson City, MO 65102  
 Phone: (573) 526-5370  
 Toll Free in Missouri: (866) 801-8643  
 Fax: (573) 526-5374

Home    **Upload files for Year-Quarter: 2012-1**

Enter New Occasion

Quarterly Report    Allowed File Types: text, word, excel, pdf, jpeg, bitmap, tiff, and microsoft office document image

Logout    Maximum file size: 2Mb

Select File:

[Upload](#)

File Name	Date Uploaded
Charitable Games Training Schedule for the Quarter	10/17/2011

NOTE: An uploaded file can't be deleted. Contact MGC to request the file be removed.

Home    **Upload files for Year-Quarter: 2012-1**

Enter New Occasion

Quarterly Report    Allowed File Types: text, word, excel, pdf, jpeg, bitmap, tiff, and microsoft office document image

Logout    Maximum file size: 2Mb

Select File:

[Upload](#)

File Name	Date Uploaded
Quarterly.pdf	11/8/2011

## **Printing Occasion Detail or the Quarterly Report**

- Click the "File Menu"
- Click Print
- Select a Printer
- Click Ok